

## **POLICE CHIEF**

(Competitive Class)

### **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses the highest ranking position in the police department, the primary duty of which is acting as administrative head of the department. The Police Chief is responsible for the organization and management of department operations, for management of personnel, and for management of all department assets. The employee of this class plans and directs systems to provide law enforcement and crime prevention services for the community, and provides for all support functions for these operations, including production and maintenance of records, care and maintenance of equipment and property, and public relations. The Police Chief works with a high degree of independence in the performance of duties, reporting to the Mayor who reviews and oversees the work of this class.

### **EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Develops management policies, and determines goals and objectives for the department. Organizes the department by creating a structure that will best utilize available resources, and organizes the personnel management functions of the department in a manner that most efficiently provides the required services while minimizing expense. Reviews department structure and operations in light of information gathered during research or during review of existing or proposed legislation and decides if new programs or policies are needed or if changes in current structure or operation are required. Monitors any local conditions which may create situations the department may be called upon to handle.

Develops a personnel recruitment and selection program, interviews prospective employees, and makes hiring decisions. Establishes a system of performance evaluations and provides for its implementation. Administers a comprehensive personnel plan covering conditions of service. Prepares for and participates in collective bargaining efforts to negotiate contracts and agreements with employee labor unions. Delegates assignments to subordinates, outlining responsibilities and setting task priorities. Provides work spaces and resources for the completion of work. Provides for on-the-job training. Holds formal meetings to receive reports, disseminate information, or discuss work problems. Insures that appearance of personnel meets department standards for safety and propriety. Monitors work pace of assigned jobs, and counsels employees who are experiencing work problems. Handles employee

complaints and grievances. Maintains discipline among employees of the department.

Establishes systems of line and staff inspections to exercise control through the processes of observation and review of department operations. Develops a report system to be used as a process for analyzing the quality of police service. Provides for outside audits when they are needed. Establishes an internal affairs review process to investigate any violations of the code of conduct for department members, to remove any unfit personnel, and to correct procedural problems.

Manages the operations of the general accounting system for the department. Authorizes the expenditure of funds, making sure that such expenditures are in accordance with the budget. Prepares a departmental operating budget, including collecting and analyzing all necessary fiscal information, reviewing divisional operating budgets, and preparing revenue and expenditure estimates.

Oversees and utilizes a system of information management designed to organize and process information for use in the administration of the department. Establishes policy concerning the maintenance of information and provides for the security and privacy of all information not a part of the public record. Compiles, organizes, and analyzes data and writes reports needed to document the operations of the department. Writes letters in answer to written or oral requests addressed to the police department, or as needed to handle needs of the police service.

Promotes a positive public image of the department in the daily performance of duties by demonstrating to the public the necessity and methods of civilian cooperation in law enforcement work. Coordinates the work of the department with related federal, state, and local boards and agencies. Serves as official department representative at any required meetings, and makes speeches before school and civic groups. Acts as department representative to the news media, releasing information and answering questions concerning the work of the department. Answers inquiries or handles complaints from the public about the operation of the police department. Determines target areas for crime prevention or public education efforts, and develops a public education program to meet identified community needs.

Evaluates training needs, establishes a training program for the department, and maintains the program by seeing that it is properly staffed and supplied with training resources. Provides for outside instruction to meet any training needs not available in the departmental training program.

Provides for the maintenance of an inventory of supplies and equipment, and oversees the purchasing process. Oversees the general care, maintenance, and use of departmental equipment, vehicles, and property. Prepares specifications on new police department equipment for public bids.

Plans, organizes, and directs all law enforcement functions of the department, including patrol operations, traffic control, criminal investigation, special tactical operations, handling of juveniles, and management of the jail.

Performs any related duties assigned.

#### **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements must be met before admission to examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, and passing a civil service examination for the position.

Before appointment, must pass a medical examination designed to demonstrate good health and physical fitness sufficient to perform any required duties of the position.

Must possess a valid driver's license.

Prior to beginning work in this class, must obtain a valid Louisiana driver's license.

#### **MUST MEET ONE OF THE FOLLOWING TWO QUALIFICATIONS**

##### **EITHER**

Must have at least a bachelor's degree in business administration, public administration, or a related curriculum and at least eight (8) years of responsible experience in law enforcement positions; or must have at least a bachelor's degree or an associate degree in criminal justice, police administration, or other law enforcement curriculum and at least ten (10) years of responsible experience in law enforcement positions. Law enforcement experience should include work in positions which would provide background in patrol operations, criminal investigations, police training, and related areas of police department operations and management.

##### **OR**

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate and at least twelve (12) years of responsible experience in law enforcement positions, at least four

(4) years of which must have been in positions which include administrative or supervisory responsibilities. Law enforcement experience should include work in positions which would provide background in patrol operations, criminal investigations, police training, and related areas of police department operations and management.

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|     | 05-14-92 |
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